

**Administrative Procedures for Policy 1500 (Administration)  
Regarding Safety and Health  
Emergency Response and Management/Crisis Plans**

- I. Purpose
  - A. To ensure that emergency response and management/crisis plans are in place for each school and building so staff can appropriately respond to crises that may occur on or off school property; to events that involve students, staff, and parents/guardians; or to national emergencies that may disrupt the learning environment
- II. Principals, directors and/or designees shall:
  - A. Annually write and submit paper and electronic copies of a Crisis Management Plan (CMP) to the Director of Student Services;
  - B. Include all components in the CMP that are identified by the Maryland State Department of Education (MSDE);
  - C. Make revisions to the plan based on the feedback from the Director of Student Services;
  - D. Review the CMP with all staff under their direction;
  - E. Schedule required emergency response drills each year (in addition to required fire drills); and
  - F. Work with the Director of Student Services and Community Resource and School Safety Specialist to refine and clarify components of their plans.
- III. The Director of Student Services or designee(s) shall:
  - A. Write and annually revise the Calvert County Public Schools Crisis Management Plan (CCPSCMP);
  - B. Annually submit a copy to MSDE;
  - C. Provide information to principals and directors on the MSDE guidelines regarding the development of crisis management plans;
  - D. Provide technical assistance to principals and directors as needed in the development of their building plans;
  - E. Annually review each building and department plan and provide feedback as needed;
  - F. Annually provide crisis management training to school administrators and directors as needed;
  - G. Work closely with law enforcement agencies and the Calvert County Emergency Operations Center to coordinate efforts in the event of emergencies or crises;
  - H. Develop a chain of command for the dissemination of information in the event of an emergency that is consistent with procedures outlined in the CCPSCMP;

- I. Work with school communities and parent organizations to inform them about building and/or department plans as appropriate. (No information that has the potential to compromise student and staff safety will be shared with the public);
  - J. When requested, attend building-based drills to evaluate the effectiveness of the drills and provide feedback to the principal or director; and
  - K. Schedule drills at the Brooks Administrative Office.
- IV. Public Safety Incidents, Weather-Related Incidents, and Events of National Emergency
- A. In the event of an emergency that involves public safety, Calvert County Public Schools (CCPS) will work in cooperation with the Department of Public Safety and other appropriate Calvert County agencies.
  - B. The Superintendent or designee will appoint a CCPS employee to serve as a member of the Emergency Operations Team and assist in the coordination of services during the crisis.
  - C. CCPS School Liaison Officers will work in cooperation with other law enforcement agencies as appropriate.
  - D. Principals and directors or their designees will enact their CMP as necessary to protect the safety of individuals in their buildings/departments. As soon as practical, they will notify the Superintendent or designee that the plan was enacted.
  - E. Schools may be used as emergency shelters in accordance with Policy 8110.
- V. Notification
- A. There may be incidents in the community that adversely affect the safety or operation of one or more schools or buildings. When such an incident occurs, the appropriate agency will notify the Superintendent or designee and the CCPSMP will be enacted.
  - B. If an event occurs on CCPS property, the appropriate agency or principal/director or designee will notify the Superintendent or designee. Upon notification, the Superintendent or designee will enact the Calvert County Public Schools Crisis Management Plan.
  - C. The following support will be dispatched to the school(s) or building(s) as appropriate:
    - 1. Crisis Team
    - 2. Central Office Staff, as needed
    - 3. Psychologists
    - 4. Pupil Personnel Workers
    - 5. Counselors
    - 6. Additional Staff
    - 7. School Liaison Officers
    - 8. Safety Advocates